



Administrative Regulation

Mileage Reimbursement

Policy #	02-01.02
Effective Date:	February 27, 2023
Revision Date:	N/A
Owner:	Finance

Purpose:

The purpose of this regulation is to define mileage reimbursement procedures when driving a personal vehicle on City business.

Scope:

This policy applies to all drivers who meet eligibility to drive a personal vehicle on City business.

Policy:

It is the City's policy to reimburse employees for mileage incurred when driving a personal vehicle on City business. Mileage reimbursement is intended to cover all operating costs of the vehicle including but not limited to fuel, maintenance, insurance, accidents and traffic or parking violations. Receipts for tolls and parking fees may also be reimbursed separately from mileage reimbursement. The City encourages carpooling and the use of City pool vehicles for City business whenever possible.

Procedure:

1. Eligibility

- 1.1. Reimbursement is only authorized for City business travel, using the most direct route. Personal side trips are not reimbursable.
- 1.2. If an employee departs from or returns to their home for any business travel instead of their work site, only the miles in excess of the normal daily commute can be claimed as an expense.
- 1.3. Employees are not eligible for mileage reimbursement for [portal-to-portal](#) travel.
- 1.4. Mileage is generally not reimbursed for travel within the Springfield-Eugene Urban Growth Boundary (UGB) unless approved in writing by the department director typically because no other public transportation options are available (examples include pool vehicle, bus pass, or carpooling).
- 1.5. Reimbursement in situations where an employee has access to a pool vehicle or other forms of transportation requires department director approval and will be reimbursed at

fifty percent (50%) of the Internal Revenue Service (IRS) allowance figure for the miles traveled associated with official city business

2. Employees who Receive a Monthly Vehicle Allowance

2.1. Employees who receive a vehicle allowance are generally not eligible to receive mileage reimbursement.

2.1.1. Mileage reimbursement is allowable for only those miles traveled beyond thirty (30) miles from City Hall (For example: a 120-mile trip less 60 results in 60 miles being reimbursed).

2.2. Except for emergencies, employees receiving a monthly vehicle allowance will not use pool vehicles for travel less than sixty (60) miles round trip.

2.3. Employees who receive a vehicle allowance are not eligible to receive reimbursement for tolls and park costs.

3. Reimbursement Request Procedure.

3.1. Employees shall submit an email requesting reimbursement to accounts payable in the Finance Department.

3.1.1. The email must include a calculation of the mileage between locations using an online mapping source. (e.g., Google Maps)

3.1.2. If travel is within the UGB, the request should be emailed to the department director and forwarded by the director to accounts payable with an approval.

4. Specific Q & A Case Examples

4.1. Q – What mileage is reimbursable if I am required to stop at one location at the beginning of the workday to receive instructions, make a presentation or to pick up tools before reporting to my actual work site?

A – The travel from your home to the first location is not reimbursed since it falls under the portal-to-portal rule. However, mileage between the [work assignment](#) and the [primary workstation](#) may be reimbursable.

4.2. Q – What mileage is reimbursable if I plan to travel to a meeting in Portland, but I want to drive directly from home instead of from my primary workstation?

A – Mileage would be counted from your home to the destination less the mileage of your regular commute. For example, a worker who lives in Albany travels to Portland for a conference. Their regular commute is 90 miles round trip and the travel from their

home to Portland is 150 miles round trip. The worker would be reimbursed for 60 miles of travel.

Definitions

1. “*Primary Workstation*” is the location where the employee is regularly assigned to work. Occasionally, an employee may be assigned to split time between two official workstations.
2. “*Portal-to-portal*” is the employee’s normal home-to-work and work-to-home travel. Portal-to-portal includes travel at the beginning and end of a single workday and during a lunch break.
3. “*Work Assignment*” is the location where the employee is temporarily assigned to work other than the primary workstation.

Resources:

Administrative Regulations:

1. [Driver Eligibility](#)
2. [Personal Vehicle Use](#)
3. [Use of City Vehicle](#)

Links:

1. BOLI Travel FAQ. https://www.oregon.gov/boli/TA/Pages/T_FAQ_Tafaq.aspx Eligibility for mileage reimbursement closely aligns with BOLI guidance on when an employee should be paid while traveling.
2. [IRS Standard Mileage Rates](https://www.irs.gov/tax-professionals/standard-mileage-rates). <https://www.irs.gov/tax-professionals/standard-mileage-rates>

CREATION (Original):

This administrative regulation is in effect as of the date of my signature. I authorize the Human Resource Director to modify the history and resources sections and header, footer, and numbering without my reauthorization. The administrative regulation remains in effect should these revisions occur.			
Approved By:	Nancy Newton, City Manager	Dates:	February 24, 2023
Author:	Nathan Bell, Finance Director		
Responsible Party:	Finance		
Replaces:	N/A		

PERIODIC REVIEW:

Reviewer:		Date:	
Reviewer:		Date:	
Reviewer:		Date:	
Reviewer:		Date:	
Reviewer:		Date:	

REVISIONS:

Version #2:	Responsible Party:			
	Revised By:			
	Approved By:		Date:	
	Reason/Summary of Changes:			